

Submission Instructions

Submissions for the FY 2000 Volunteer Annual Report should include three components: (A) an Excel spreadsheet that provides data on volunteer program activity; (B) narrative information about outstanding volunteer accomplishments and special events; and (C) photographs.

A. Instructions for Excel Template for Fiscal Year 2000.

A preformatted disk has been provided to you under separate cover. Please use the disk to complete this section.

1. Open the file in Excel or import it into Lotus 123.
2. Enter your state name in the top row.
3. Enter the data for the two columns. The "Total Hours" will automatically be calculated.
4. The "Totals" at the bottom will also be calculated automatically.
5. Enter the amount of funds expended.
6. The "Value of Work" will automatically be calculated. The value has been established by multiplying the Total Hours by an hourly rate of \$15.39. The rate is established by the Independent Sector (see footnote below).
7. Please save the file.
8. Make a copy of the disk for your records.
9. Send the Excel file to Elizabeth Wooster, Elizabeth.Wooster@blm.gov along with your other report sections.

A sample of the template is provided below for your information.

Calendar Year Data for State:

| Program | Volunteer* Hours | Hosted Worker** Hours | Total Hours |
|---------------------|------------------|-----------------------|-------------|
| Recreation | 0 | 0 | 0 |
| Biological | 0 | 0 | 0 |
| Wild Horse | 0 | 0 | 0 |
| Cadastral | 0 | 0 | 0 |
| Wilderness | 0 | 0 | 0 |
| Riparian/Watersh | 0 | 0 | 0 |
| Cultural/Historical | 0 | 0 | 0 |
| Minerals | 0 | 0 | 0 |
| Support Services | 0 | 0 | 0 |
| Environmental | 0 | 0 | 0 |
| Education/Interpr | 0 | 0 | 0 |
| Other | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |
| Funds Expended | \$0 | \$0 | \$0 |
| Value of Work*** | \$0 | \$0 | \$0 |

* Volunteers are defined as people who work for BLM without being paid. They donate their time and in some cases, equipment and money to assist BLM.

** Hosted workers are paid by another organization but work for BLM at no charge.

*** Calculated at \$15.39 per hour (The value was calculated by the Independent Sector (<http://www.indepsec.org>), a national leadership forum committed to volunteerism and citizen action. The amount is based on the latest data available on the average hourly rate for nonagricultural workers published in the Economic Report of the President (2001 Edition).

Note: Funds expended should include only the amount given as reimbursement to the volunteers (meals/mileage/personal), the amount spent to purchase award/recognition items for the volunteer program, the costs associated with volunteer ceremonies, and expenses incurred to purchase uniform items for volunteers. Costs associated with the volunteer project such as supplies, equipment, etc., should be reported under the benefitting program activity code. Costs associated with a supervisor's time taken to train a volunteer is not a reportable expense.

B. Narrative Information

1. Please describe your State Office's or Center's top four Volunteer Program accomplishments, e.g., outstanding projects, contributions of BLM employees to volunteer projects, the benefits of volunteer projects, innovative partnerships.
2. Please describe any special Volunteer events that were conducted during the fiscal year, including photographs, if possible. Examples might include activities in observance of National Public Lands Day, National Trails Day, etc.
3. Send both parts of the Narrative Information section to: Elizabeth Wooster, Elizabeth.Wooster@blm.gov.

C. Photographs

1. Send electronic photographs at a minimum of 300 dpi to Elizabeth Wooster, Elizabeth.Wooster@blm.gov.
2. Send hardcopy photographs to Elizabeth Wooster at: Bureau of Land Management, 1849 C Street, N.W./LS-406, Washington, D.C. 20240. If Fed-Ex to: 1620 L Street, N.W., Suite 406, Washington, D.C. 20036 (tel: 202-452-7731).